

INFORMATION REPORT

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1. Statni urad kucnickoveho zabezpečení (SUDZ) (State Social Security Agency) is the new title for the former Czechoslovak State Pension Institute. All official and semi-official insurance agencies have been incorporated into the new office.
2. Ex-minister Evžen Erban, Social Democratic Party leader, became the head of the Agency on 1 January 1952. This meant a demotion for Erban; he is, however, said to be very active in his new office and thus far to be still in the favor of the Communist Party. Dr. Jolobek is chairman of the Agency Workers Committee. (Fnu) Kristen is the Chief Cadre Officer.
3. The Agency is located in Prague XVI, Smichov, Krizova ulica. There are approximately 1,200 persons employed, most of whom are women. Party instructions are that personnel of SUDZ should be carefully selected. Because of the constant transfer of productive manpower into industry and the increasing amount of work, the office is nevertheless glad to employ anyone sent to it by the State Employment Agency. Many of the women work because their husbands' salaries are not sufficient to support families.
4. In order to achieve maximum efficiency, each type of work has been standardized. For example, one employee of the File Department is required to handle 15 cases per hour. Such a quota system increases speed but at the same time cuts down greatly on the accuracy of the work.
5. In order to increase security, employees are assigned every day on to a different type of work.
6. The Rent Department keeps records of payment to all persons entitled to receive social security benefits. The only other department [] is the Records Department (Evidenčni oddelení) which is organized approximately as follows:

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- a) Alphabetical Index Section: Keeps files of Rozpisovy listek (census slips).
- b) Numerical Index Section: This section is called the strojove oddelení (mechanized section) because machine filing systems are used; some filing is also done by hand. The section keeps records of dates and numbers (sic).

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- c) **Census Slip Section:** Keeps records of insurance on every person in Czechoslovakia. One copy of the census slip is attached to each person's file.
- d) **Section for issuing numbers for the Obcansky prukaz (identification card).**
- e) **Missing Persons Section:** Periodically SUDZ receives reports from regional commands of the SNB on all missing persons. The missing persons are classified as "normally missing" or as political escapees. When the reports are received at SUDZ, the missing persons' census slips are removed from the central file and sent to a special section. Personnel working in this section are specially screened.
- f) **Mail Department:** Performs routine duties connected with the receiving and sending of mail.

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